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GOVERNMENT OF GOA

Department of Law & Judiciary

Law (Establishment) Division

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Notification

14/06/2018-LD(Estt)/2243

The Notification No. 14/06/2018-LD(Estt) dated 15-11-2024 which is issued by the Government of Goa, is hereby published for general information of the public.

By order and in the name of the Governor of Goa.

Amir Y. Parab, Under Secretary, Law (Estt.).

Porvorim, 15th November, 2024.

Notification

14/06/2018-LD (Estt.)

The High Court of Bombay at Goa Officers and the Members of the Staff on the Establishment (Recruitment and Conditions of Service) Rules, 2024

In exercise of the powers conferred by Article 229 of the Constitution of India and in supersession to the Government earlier Notification No. 14/6/2018-LD (Estt) dated 02-06-2023 published in the Extraordinary Official Gazette, Series I No. 9 dated 03-06-2023, Notification No. 14/6/2018-LD(Estt) dated 21-06-2023 published in the Extraordinary Official Gazette, Series I No. 12

dated 22-06-2023 and Notification No. 14/6/2018-LD(Estt) dated 20-05-2024 published in the Extraordinary Official Gazette, Series I No. 7 dated 21-05-2024 the Hon'ble the Chief Justice of the High Court of Judicature at Bombay hereby makes the following Rules to regulate the method of recruitment and other conditions of service of the Officers and the members of the staff serving on the Establishment of the High Court of Bombay at Goa and all other matters incidental thereto:—

1. *Short title, application and commencement.*— (1) These rules may be called the High Court of Bombay at Goa Officers and the Members of the Staff on the Establishment (Recruitment and Conditions of Service) Rules, 2024.

(2) They shall apply to the posts specified in column (2) of the Schedule hereto.

(3) They shall come into force from the date of their publication in the Official Gazette.

2. *Definitions.*— In these rules unless the context otherwise requires,—

(a) "Chief Justice" means the Chief Justice of the High Court of Judicature at Bombay;

(b) "Degree in law" means a Degree qualifying the holder for enrolment as an Advocate under the Advocates Act, 1961 (Central Act 25 of 1961);

(c) "Deputation" means temporary transfer or borrowing the services of an

officer or other employees from the High Court of Judicature at Bombay and its Benches at Aurangabad or Nagpur.

(d) "Direct Recruit" or "Nominee" means a candidate who at the time of his first appointment to the High Court service is not already appointed to the service.

(e) "Duty" A person is said to be 'on duty' as a member of the service—

(i) when he is performing the duties of a post borne on the cadre of the service, or is under going the probation; or

(ii) when he is on joining time, or

(iii) when he is absent from duty during vacation, or on authorised holidays, or on casual leave taken in accordance with the rules or instructions regulating such leave, having been on duty immediately before and immediately after such absence.

(f) "Establishment" means and includes all Offices, Departments, Sections, Branches of the High Court of Bombay at Goa;

(g) "Government" means the Government of Goa;

(h) "High Court" means the High Court of Bombay at Goa;

(i) "Higher Standard Departmental Examination and Lower Standard Departmental Examination" shall be the examination as prescribed and regulated by the High Court Departmental Examination Rules, 1995 and shall always be subject to said Rules in so far as they are not inconsistent with the present Rules.

(j) "Other Backward Classes" means the communities so recognized by the Government from time to time;

(k) "Scheduled Caste" and "Scheduled Tribe" shall have the same meaning as are assigned to them by clauses (24) and (25), respectively, of Article 366 of the Constitution of India;

(l) "Schedule" means Schedule appended to these Rules.

3. *Appointing Authority.*— The appointing authority,—

(a) for all categories of Gazetted Officers shall be the Chief Justice.

(b) for all categories of Non-Gazetted and Group C posts shall be the Registrar General. However, the Registrar General shall exercise the powers of appointment subject to the approval and overall control of the Chief Justice.

4. *Constitution of the Service at the High Court.* — (1) The services shall consist of the following classes and categories designated as under:-

Sr. No.	Name of the post	Sanctioned strength of each category of posts
Gazetted Officers		
1	2	3
1.	Registrar	2
2.	Deputy Registrar	1
3.	Senior Private Secretary to the Honourable Judge	1
4.	Assistant Registrar	2
5.	Private Secretary to the Honourable Judge	3
6.	Librarian	1
7.	Personal Assistant to the Honourable Judge	8
8.	Protocol Officer-cum-Court Keeper	1
9.	High Court Section Officer	14

1	2	3
Non-Gazetted		
10.	Shorthand Writer (Higher Grade)	2
11.	Shorthand Writer (Lower Grade)	2
12.	Software Programmer	1
13.	Assistant Section Officer	21
14.	Junior Translator and Interpreter	1
15.	Accountant	1
16.	Assistant Librarian	1
17.	Console Operator	2
18.	Clerk	39
19.	Driver	10
20.	Chobdar	11
21.	Filer	1
22.	Binder	1
23.	Photocopy Machine Operator (Multi-tasking Staff)	4
24.	Peon (Multi-tasking Staff)	27
25.	Cook (Multi-tasking Staff)	4
26.	Watchman (Multi-tasking Staff)	1
27.	Gardener (Multi-tasking Staff)	1
28.	Sweeper (Multi-tasking Staff)	6
Total		169

5. *Registrar General of the High Court.*—
(1) The Registrar General of the High Court of Judicature at Bombay shall be the head of the Registries of the High Court of Bombay at Goa.

(2) The Registrars of the High Court of Bombay at Goa shall route their submissions to the Hon'ble the Chief Justice through the Registrar General.

6. *Procedure for Direct Recruitment or Nomination.*— (1) Where appointment is to be made, by direct recruitment or nomination, the Registrar (Administration) shall issue a notice inviting applications from eligible candidates for being included in the Select list, on the official website of the High Court of Bombay at Goa. Such notice shall also be published in one widely circulated English and Marathi newspaper and also in widely circulated Konkani newspaper, if any.

The notice shall indicate the number of existing vacancies sought to be filled up. It may also indicate the number of vacancies that are expected to arise in next two years. In case the expected vacancies are indicated, the selection process shall be conducted for filling up both existing and expected vacancies.

(2) Such notice, in addition to being published in the newspapers as may be directed, by the Hon'ble the Chief Justice, shall also be published on the Notice Boards of the Offices of the High Court of Bombay at Goa indicating the qualifications prescribed for the post and calling upon the applicants to produce attested copies of following certificates alongwith application to be submitted on or before prescribed date—

(i) Certificate or proof of date of birth.

(ii) Residence Certificate of minimum 15 years' residence in the State of Goa to be issued by the Mamlatdar.

(iii) Documentary proof of knowledge of Konkani and Marathi language wherever applicable.

(iv) Certificate of having passed the qualifying examination/degree, wherever applicable.

(v) Statement of marks, obtained at the qualifying examination/degree, wherever applicable.

(vi) Certificate of practice of law, wherever applicable.

(vii) Certificate of character from two respectable persons.

(viii) Certificate about prescribed Computer knowledge, wherever applicable.

(ix) Certificate of requisite speed in shorthand and/or in typing, wherever applicable.

(x) A Caste Certificate from such Caste Scrutiny or Verification Authority as may be prescribed by the Government wherever applicable.

(xi) Such other certificates as may be prescribed from time to time.

(3) The candidate shall declare as to whether he has been arrested any time or whether there is any criminal prosecution pending against him or whether he is convicted by a Criminal Court or whether he has been held guilty in or is facing disciplinary enquiry.

7. *Select List.*— (1) A Select List of candidates shall be prepared for appointment to each post in accordance with these rules and notified on the Notice Board and the official website of the High Court of Bombay at Goa.

(2) The Select List shall consist of names of candidates equal to the number of vacancies notified as per sub-rule (1) of Rule 6, arranged in order of merit. If considered necessary, await list of candidates, arranged in order of merit, may be prepared not exceeding twenty five per cent of the total number of vacancies notified.

(3) The aforesaid list(s) so prepared shall ordinarily be valid for a period of two years from the date of its notification as above.

Provided that the Chief Justice may, in his discretion, direct the appointment from those list(s) even after the expiry of the period of two years until a new list is prepared in accordance with the rules.

8. *Probation.*— (1) A person appointed to the service by direct recruitment or nomination shall be on probation for a period of two years or until an order declaring such person to have satisfactorily completed the period of probation is made by the Appointing Authority, whichever is later.

(2) The services of a probationer are liable to be terminated without notice and without assigning any reason.

9. *Nomination of Judge for supervision.*— The Hon'ble Chief Justice may nominate a Judge(s) of the High Court for supervising the process of selection of the candidates for being included in the select list of any of the posts and may direct taking assistance of an expert for appointment to the posts requiring technical expertise.

10. *Recruitment Norms.*— (1) Subject to the method of selection as prescribed in the Schedule and guidelines issued by the High Court of Bombay from time to time, appointment of the Officers and members of the staff on the Establishment of the High Court shall be made:-

(i) by direct recruitment,

- (ii) by selection,
- (iii) by promotion,
- (iv) by deputation,
- (v) by nomination.

(2) The number of posts, mode of appointment, qualifications, classification of the post and level in the pay matrices attached thereto and other matters shall be as specified in the Schedule:

Provided that the Government may, in consultation with the Chief Justice, vary the number of posts specified in column (3) of the Schedule from time to time subject to exigencies of work.

11. Method of recruitment, age limit and other qualifications.— The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in the Schedule:

Provided the maximum age limit for direct recruitment as prescribed in schedule shall not be applicable to High Court/State/Central Government Employees and age relaxation for candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), shall be up to 5 years i.e. up to 50 years and candidates belonging to Other Backward Castes (OBC) will be up to 3 years i.e. up to 48 years, or age relaxation for SC, ST and OBC shall be as per the criteria specified from time to time by the Government of Goa.

12. Special Deputation.— The Hon'ble the Chief Justice may at his discretion appoint any person on the Establishment, on deputation from the High Court of Bombay Principal Seat, Benches at Aurangabad and Nagpur, Goa Judicial Service, the Maharashtra Judicial Service, any Government Department, Public Sector under taking or Autonomous Body.

13. Residuary Matters.— (1) Save as The Bombay High Court (Discipline & Appeal) Rules, 1984, The Bombay High Court (Conduct) Rules, 1989, The High Court Departmental Examination Rules, 1995 as are presently applicable and the various guidelines issued by the High Court of Bombay from time to time, the service conditions of the Members of the Staff on the Establishment not specifically covered by or under these Rules shall be governed by Laws, Rules, Regulations, Norms and Orders applicable to the Government Employees in general, in so far as they are not inconsistent with or repugnant to these Rules.

(2) In the case of employees who have retired upon superannuation on or after 1st day of January, 2014, till the commencement of these Rules, their extension of age for all purposes including pay and allowances shall be protected for the purpose of pension and pensionary benefits.

14. Overriding power of the Hon'ble Chief Justice.— Notwithstanding anything contained in these rules, the Hon'ble Chief Justice shall have power to—

(a) appoint any person at any time otherwise than in accordance with these rules in a temporary or permanent vacancy and the appointment so made shall be as effective and valid as any other appointment made in accordance with these rules;

(b) relax all or any of the qualifications or rules in making appointments and the appointments so made shall be as effective and valid as any other appointment made in accordance with these rules.

15. Nothing contained in these rules shall be construed as a bridging or curtailing the powers of the Hon'ble Chief Justice to—

(a) re-employ a person who has retired by virtue of the applicable Rules OR

(b) grant extension in service to any member of the service from time to time.

**The High Court of Bombay at Goa Officers and the Members of the staff on the Establishment
(Recruitment and Conditions of Service) Rules, 2024**

SCHEDULE

Sr. No.	Name/ Designation of Post	No. of Posts	Classifi- cation	Pay Band and Grade Pay/Pay Scale & 7 th Pay Matrix Level	Age Limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Method of recruitment, whether by direct recruitment/ nomination or by promotion or by deputation/ transfer or by selection and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/deputation/ transfer, grades from which promotion/ deputation/transfer is to be made	If a Selection Committee exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11
1	Registrar	2	Group 'A' Gazetted Post	Pay in Judiciary	N.A.	N.A.	N.A.	N.A.	By Deputation on selection amongst the District Judges or Judges of City Civil Court	N.A.
2	Deputy Registrar	1	Group 'A' Gazetted Post	1) Pay in Judiciary 2) Pay equivalent to Judiciary. (If by promotion)	Nomination from amongst the advocates who are not less than 30 years and not more than 45 years of age.	Nomination from amongst the Advocates who – (i) are practicing in the High Court for not less than 7 years. (ii) Have sufficient knowledge of computer.	No	Deputation OR Promotion OR Nomination	(a) By promotion on merit cum seniority, from amongst the Assistant Registrars who have served as Assistant Registrar for not less than 3 years and who possess a Degree in Law; (b) selection, on merits from amongst the Members of the	From amongst Judicial Officer: Selection by the Hon'ble The Chief Justice on the recommend- ation of the Registrar General based on suitability.

1	2	3	4	5	6	7	8	9	10	11
						(iii) have knowledge of Konkani. (iv) Knowledge of Marathi desirable.			High Court or Subordinate Courts who – (i) are not less than 45 years of age. (ii) have put in 5 years of service in the post of Assistant Registrar or an equivalent rank. (iii) possess Degree in Law from a recognized University. OR (c) Selection from cadre of the Senior Civil Judges/Chief Judicial Magistrates.	From amongst Advocates and on promotion: Two Hon'ble Judges nominated by the Hon'ble Chief Justice.
3	Senior Private Secretary to the Hon'ble High Court Judge	1	Group 'A' Gazetted Post	Rs.43690-1080-49090-1230-56470 (Scale of Senior Civil Judge, ACP-I)	N. A.	N. A.	N. A.	Promotion	Appointment shall be by promotion from those Private Secretaries of the Hon'ble Judges who have served as Private Secretaries for not less than 2 years. Provided they hold a University Degree, preference being given to holders of Degree in Law.	Committee of two Hon'ble Judges nominated by the Hon'ble the Chief Justice.

1	2	3	4	5	6	7	8	9	10	11
4	Assistant Registrar	2	Group 'A' Gazetted Post	1) Pay in Judiciary OR 2) PayBand-3 Rs.15600 - Rs.39100 plus Grade Pay Rs.7900 (S-26) Rs.82200 - Rs.211500	Nomination, from amongst the Advocates who are not less than 30 years and not more than 45 years.	Nomination, from amongst the Advocates who (i) are practicing in the High Court for not less than 3 years. (ii) have sufficient Computer Knowledge, (iii) have sufficient knowledge of Konkani. (iv) Knowledge of Marathi is desirable.	No.	Deputation OR Promotion OR Selection OR Nomination	(a) Promotion on merit cum Seniority, from amongst High Court Section Officers who have put in not less than 5 years service and possess University Degree. Preference being given to holders of Degree in Law. (b) Selection on merits from amongst the members of the High Court or Subordinate Courts who- (i) are not less than 40 years of age. (ii) have put in at least 10 years of service and have passed Higher Standard Departmental Examination. (iii) possess University Degree, Preference being given to holders of Degree in Law from a recognized University. OR (c) Selection from amongst Civil Judges (Junior Division).	From amongst The advocates and by promotion: Committee of two Hon'ble Judges nominated by the Hon'ble the Chief Justice. From amongst Judicial Officers: Selection by the Hon'ble The Chief Justice on the recommendation of the Registrar General based on suitability.

1	2	3	4	5	6	7	8	9	10	11
5	Private Secretary to the Hon'ble High Court Judge	3	Group 'A' Gazetted Post	(Pay Band 3) Rs.15600- Rs.39100 plus Grade Pay Rs.7900 (S-26) Rs.82200- Rs.211500)	N.A.	N.A.	No	Selection	Appointment shall be by selection from amongst Personal Assistants to the Hon'ble Judges who have served as Personal Assistants for not less than 2 years (Merit cum Seniority basis) Provided they hold a University Degree, preference being given to holders of Degree in Law.	One Hon'ble Judge nominated by the Hon'ble the Chief Justice.
6	Protocol Officer cum Court Keeper	1	Group 'A' Gazetted Post	(Pay Band-3) Rs.15600 - Rs.39100 plus Grade Pay Rs.7900 (S-26) Rs.82200 - Rs.211500	N.A.	(i) Ex-service personnel in the pay scale of S-15: Rs.41800 – 132300. (ii) Must have knowledge of Konkani. (iii) Knowledge of Marathi is desirable.	N.A.	Selection	Appointment shall be by Selection from amongst High Court Section Officers or Assistant Section Officers having worked as Assistant Section Officer for 3 years.	Committee of two Hon'ble Judges nominated by the Hon'ble the Chief Justice.
7	Librarian	1	Group 'A' Gazetted Post	Level 11	Not less than 25 years and not more than 45 years.	(i) Should have at least University Degree and Bachelor's Degree in Library and Information Science from any recognized University. (ii) Should have atleast 3 years experience of working as Librarian	(i) Age not applicable. (ii) Educational qualification as specified in Column 7.	Promotion OR Direct recruitment	Promotion on merit from amongst the High Court Staff having required qualification.	Committee of two Hon'ble Judges nominated by the Hon'ble the Chief Justice.

1	2	3	4	5	6	7	8	9	10	11
8	Personal Assistant to the Hon'ble High Court Judge.	8	Group 'A' Gazetted Post	Level 11	Not less than 21 years and not more than 45 years of age.	<p>or on any other equivalent post in any Government, University, College, School or Public Library.</p> <p>(iii) Must have sufficient knowledge of computer.</p> <p>(iv) Must have knowledge of Konkani.</p> <p>(v) Knowledge of Marathi is desirable.</p> <p>(i) Possess University degree. However, this condition may be relaxed if the candidate is already working as Lower Grade Stenographer for not less than 10 years or Higher Grade Stenographer for not less than 8 years in the High Court or in any other Court or Tribunal or in the Office of Advocate General or Government Pleader preference being given to candidate possessing Degree in Law.</p> <p>(ii) Possess atleast speed of 120 w.p.m in shorthand and 50 w.p.m. in typing.</p>	N.A.	Direct recruitment	N.A.	<p>Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.</p>

1	2	3	4	5	6	7	8	9	10	11
9	High Court Section Officer	14	Group 'B' Gazetted Post	Level 10 (after 4 years of regular service) Level 11	Not less than 30 years of age and not more than 45 years of age.	(iii) Must have sufficient knowledge of computer. (i) Possess University Degree, preference being given to holders of Degree in Law from a recognized University. (ii) Have atleast 10 years experience of office work. (iii) Have Computer knowledge. (iv) Have knowledge of Konkani. (v) Knowledge of Marathi desirable. (vi) Candidate appointed by nomination shall be required to pass Lower Standard Departmental Examination prescribed by the High Court within a period of one year failing which he/she shall be liable to be discharged from service.	No	Promotion OR Selection OR Nomination Appointments by selection and nomination shall not exceed 25% of the cadre strength.	Appointment shall be by (a) Promotion from amongst eligible Assistant Section Officer on Merit cum Seniority basis. Only those Assistant Section Officers shall be eligible who (i) have put in not less than 5 years service as Assistant Section Officer. (ii) hold University Degree. (iii) has passed Higher Standard Departmental Examination or has been exempted from appearing in that examination. (b) selection on merits from amongst the members of the High Court or Subordinate Courts who (i) are not less than 30 years of age (ii) have put in	Committee of two Hon'ble Judges nominated by the Hon'ble the Chief Justice.

1	2	3	4	5	6	7	8	9	10	11
									atleast 7 years of service and have passed Lower Standard Departmental Examination, preference being given to those who have passed Higher Standard Departmental examination. (iii) possess University Degree, preference being given to holders of Degree in Law from recognized university.	
10	Shorthand Writer (Higher Grade)	2	Group 'C' Non Gazetted Post	(Pay Band-2), Rs.9300 – Rs.34800 plus Grade Pay Rs.4400 S-15: Rs.41800 - Rs.132300 of the 7 th Pay Commission Pay Matrix.	Not less than 21 years and not more than 45 years of age.	(i) Must have minimum speed of 100 w.p.m in shorthand and 40 w. p. m in typing. Hold University Degree, preference being given to holders of Degree in Law. However, this condition may be relaxed if the candidate is already working for not less than 5 years as Lower Grade Stenographer in the High Court or in any other Court or Tribunal or in the	N.A.	Direct recruitment	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

1	2	3	4	5	6	7	8	9	10	11
						Office of Advocate General or Government Pleader. (iii) Have sufficient knowledge of computer.				
11	Shorthand Writer (Lower Grade)	2	Group 'C' Non Gazetted Post	Pay Band-2, Rs.9300 – Rs.34800 plus Grade Pay Rs.4300 S-14: Rs.38600 - Rs.122800 of the 7 th Pay Commission Pay Matrix.	Not less than 21 years and not more than 45 years of age.	(i) Have speed of 80 w. p. m in shorthand and 40 w. p. m in typing. (ii) Possess University Degree, preference being given to holders of Degree in Law. This condition may be relaxed for those who have not less than 3 years experience in stenography. (iii) Have sufficient knowledge of computer.	N.A.	Direct recruitment	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
12	Assistant Section Officer	21	Group 'C' Non Gazetted Post	Pay Band-2, Rs.9300 – Rs.34800 plus Grade Pay Rs.4300 S-14: Rs.38600 - Rs.122800 of the 7 th Pay Commission Pay Matrix.	N.A.	N.A.	No	Promotion	By promotion from amongst eligible clerks on Seniority cum Suitability basis. Only those clerks shall be eligible who (a) have put in not less than 5 years service. (b) hold a University Degree. (c) have passed Lower Standard	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

1	2	3	4	5	6	7	8	9	10	11
13	Software Programmer	1	Group 'C' Non Gazetted Post	Pay Band-2, Rs.9300 – Rs.34800 plus Grade Pay Rs.4300 S-14: Rs.38600 - Rs.122800 of the 7 th Pay Commission Pay Matrix	Not less than 21 years and not more than 45 years of age	(i) University degree in Computer Science/ Applications/Computer Management or equivalent degree with 2 years working experience of actual programming. (ii) Should have exposure to Linux/Unix operating System, Object Oriented Programming, popular RDBMS. Preference would be given to programmers having exposure to web enabled applications using tools like PHP, Perl, My Sql. etc	Yes	Promotion OR Direct recruitment	Promotion on merit-cum-seniority from amongst the Console Operator working in the High Court for not less than 3 years.	For direct recruitment: Two Hon'ble Judges nominated by the Hon'ble the Chief Justice. Senior Technical Director of N.I.C. Goa or Deputy Registrar, Special Computer Cell, High Court, Appellate Side, Bombay shall extend technical assistance to the Committee. For promotion: Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

1	2	3	4	5	6	7	8	9	10	11
14	Junior Translator & Interpreter	1	Group 'C' Non Gazetted Post	(Level 6)	Not less than 18 years and not more than 45 years of age.	(i) University Degree in any of the languages viz English, Hindi, Konkani and Marathi, preference being given to candidates who are holders of Degree in Law. (ii) Proficient in English and Konkani and at least any one of the following languages Hindi and Marathi. (iii) Have sufficient knowledge of computer.	N.A.	Direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
15	Accountant	1	Group 'C' Non Gazetted Post	(Level 6)	Not less than 21 years and not more than 45 years.	(i) B.Com. or B.A. with Economics from a recognised University/Institution. (ii) Have sufficient knowledge of computer. (iii) must have knowledge of Konkani (iv) knowledge of Marathi is desirable.	N.A.	Direct Recruitment OR Deputation	Deputation: A person holding equivalent post in the Directorate of Accounts, Government of Goa.	For direct recruitment: Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

1	2	3	4	5	6	7	8	9	10	11
16	Assistant Librarian	1	Group 'C' Non Gazetted Post	(Level 5)	Not less than 25 years and not more than 45 years of age.	(i) Should have a University Degree and Certificate in Library and Information Science from any institution recognized by Government. OR University Degree and 3 years experience of working as Library Clerk or in equivalent or higher post in any Government, University, College, School or Public Library. (ii) Have sufficient knowledge of computer. (iii) Must have knowledge of Konkani. (iv) Knowledge of Marathi is desirable	N.A.	Direct recruitment.	N.A.	Two Hon'ble Judges nominated by the Hon'ble the Chief Justice.

1	2	3	4	5	6	7	8	9	10	11
17	Console Operator	2	Group 'C' Non Gazetted Post	(Level 5)	Not less than 21 years and not more than 45 years of age	(i) Must hold bachelors degree from a recognized University in Computer Science or related subject in first division with one year experience in related field. (ii) Should have exposure to Linux/Unix Operating System, Object Oriented Programming, popular RDBMS. Preference would be given to program-mers having exposure to web enabled applications using tools like PHP, Perl, My Sql, etc.	N.A.	Selection by Direct recruitment. OR Promotion.	Promotion on merit-cum-seniority from amongst the Clerks working in the High Court having bachelors degree in Computer Science or related subject.	For direct recruitment: Two Hon'ble Judges nominated by the Hon'ble the Chief Justice. For promotion: Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
18	Clerk	39	Group 'C' Non Gazetted Post	(Level 2)	Not less than 18 years and not more than 45 years of age.	(i) Should possess University Degree, preference being given to the holders of Degree in Law. (ii) Possess speed atleast of 40 w. p. min English Typing. (iii) Possess knowledge in operating computer	N.A.	Selection by Direct recruitment OR Promotion. Not more than 10% vacancies to be filled by Promotion from amongst eligible Drivers,	The Registrar may, with prior approval of the Chief Justice, promote any Driver or employee from amongst Chobdars, Filer, Binder, Photocopy Machine Operators, Peons, Watchman, Gardener, Cooks & Sweepers, who have put in Minimum 3	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

1	2	3	4	5	6	7	8	9	10	11
						as may be prescribed from time to time. (iv) Must have knowledge of Konkani. (v) Knowledge of Marathi desirable.		Chobdars, Filer, Binder, Photocopy Machine Operators, Peons, Watchman, Gardener, Cooks & Sweepers.	years of continuous service, to the post of Clerk subject to the fulfillment of the eligibility conditions mentioned in column 7.	
19	Driver (Staff Cars)	10	Group 'C' Non Gazetted Post	(Level 2)	Not less than 21 years and not more than 45 years of age.	(i) Should have passed atleast SSC or equivalent Examination and should be able to speak Marathi and Hindi languages. (ii) Should possess valid and effective driving licence under the Motor Vehicles Act, 1988 (No. 59 of 1988) to drive atleast light motor vehicles. (iii) Should possess not less than 3 years experience of driving motor vehicles such as cars and/or heavy vehicles. (iv) Should have a clean driving record. (v) Should possess working knowledge of maintenance and ordinary repairs of	N.A.	Direct recruitment OR Promotion.	Promotion from amongst the eligible and willing Chobdar, Filer, Binder, Photocopy Machine Operator, Peon, Watchman, Sweeper, Gardener & Cook.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

1	2	3	4	5	6	7	8	9	10	11
						the motor vehicles. (vi) Should know topography of the concerned city. (vii) Should have knowledge of Konkani.				
20	Chobdar	11	Group 'C' Non Gazetted Post	(Level 2)	N.A.	N.A.	N.A.	Appointment shall be made by Promotion on seniority-cum-suitability basis from amongst Photocopy Machine Operators, Peons or Watchman, who have put in not less than 5 years of service.	By Promotion from amongst Photocopy Machine Operators, Peons or Watchman, who have put in not less than 5 years of service.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
21	Filer	1	Group 'C' Non Gazetted Post	(Level 2)	N.A.	N.A.	N.A.	Appointment shall be made by Promotion on seniority-cum-suitability basis from amongst Photocopy Machine Operators, Peons or Watchman, who have put in not less than 5 years of service.	By Promotion from amongst Photocopy Machine Operators, Peons or Watchman, who have put in not less than 5 years of service.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

1	2	3	4	5	6	7	8	9	10	11
22	Binder	1	Group 'C' Non Gazetted Post	(Level 2)	N.A.	N.A.	N.A.	Appointment to be made by Promotion on seniority-cum-suitability basis from amongst Peons and Watchman who have put in not less than 3 years of service.	By Promotion on seniority-cum-suitability basis from amongst Peons and Watchman.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
23	Photocopy Machine Operator (Multi tasking Staff)	4	Group 'C' Non Gazetted Post	(Level 1)	N.A.	N.A.	N.A.	N.A.	By selection from amongst Peon or Watchman having workable knowledge of operation and mechanism of Photocopy Machine.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
24	Peon (Multi tasking Staff)	27	Group 'C' Non Gazetted Post	(Level 1)	Not less than 18 years and not more than 45 years of age.	(i) Candidate should have passed Secondary School Examination from a recognized Board/Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution.	N.A.	Appointment by Direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

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25	Watchman (Multi tasking Staff)	1	Group 'C' Non Gazetted Post	(Level 1)	Not less than 18 years and not more than 45 years of age.	(ii) must have knowledge of Konkani. (iii) knowledge of Marathi desirable. (i) Candidate should have passed Secondary School Examination from a recognized Board/ Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution. (ii) Possess good physique. (iii) Must have knowledge of Konkani. (iv) Knowledge of Marathi is desirable.	N.A.	Appointment by direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

1	26	Cook (Multi tasking Staff)	4	Group 'C' Non Gazetted Post	(Level 1)	Not less than 18 years and not more than 45 years of age.	(i) Appointment shall be made from amongst the candidates who have passed Secondary School Examination from a recognized Board/Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution. (ii) Candidate should have adequate knowledge and experience in cooking. (iii) Must have knowledge of Konkani. (iv) Knowledge of Marathi desirable.	N.A.	Appointment by Direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
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27	Gardener (Multi tasking Staff)	1	Group 'C' Non Gazetted Post	(Level 1)	Not less than 18 years and not more than 45 years of age.	(i) Appointment shall be from amongst the candidates who have passed Secondary School Examination from a recognized Board/Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution. (ii) Candidate should possess not less than 3 years experience in maintenance of gardens, lawns, plants, trees etc. (iii) Must have knowledge of Konkani. (iv) Knowledge of Marathi desirable.	N.A.	Appointment by direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
28	Sweeper (Multi tasking Staff)	6	Group 'C' Non Gazetted Post	(Level 1)	Not less than 18 years and not more than 45 years of age.	(i) Appointment shall be from amongst the candidates who have passed Secondary School Examination from a recognized Board/Institution.	N.A.	Appointment by direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then

1	2	3	4	5	6	7	8	9	10	11
						<p>OR</p> <p>Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution.</p> <p>(ii) Candidate should possess adequate experience.</p> <p>(iii) Must have knowledge of Konkani.</p> <p>(iv) Knowledge of Marathi desirable.</p>				Assistant Registrar.

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